

DEPARTMENT OF TRANSPORTATION  
PROFESSIONAL SERVICES MANAGEMENT UNIT  
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) DESIRES TO ENGAGE QUALIFIED PRIVATE PHOTOGRAMMETRIC FIRMS FOR THE PURPOSE OF ACQUIRING AERIAL IMAGERY ON AN AS NEEDED BASIS STATEWIDE.

**The primary and/or subconsultant firm(s) shall be Pre-qualified to perform services for the Technical Services Division (Photogrammetry Unit) to perform the below referenced work. The work code required is 00002 – Aerial Imagery Services.**

**PHOTOGRAMMETRIC SERVICES STATEWIDE**

The work consists of acquiring high-resolution metric aerial imagery at various altitudes above mean ground level (AMGL) ranging from 300 feet to 15,000 feet. For aerial imagery missions at 1500 feet AMGL or higher, the metric aerial imagery system shall be a large format digital frame camera with a Global Positioning System/Inertial Measurement Unit (GPS/IMU) to provide object space exterior orientation data. For low altitude (less than 1500 feet AMGL) aerial imagery missions, the metric aerial imagery system shall be either a large format or medium format digital frame camera, or a 9 inch format metric film camera. In all cases, the metric aerial photographic system shall provide forward motion compensation and be able to meet the accuracy requirements for low altitude imagery (+/- 0.05' at 300 feet AMGL).

All data for the GPS/IMU work listed above shall be prepared in both hardcopy and ASCII formatted electronic files.

The duration of the contracts will be for two years or until the contract amount is depleted, whichever occurs first. The method of payment for these contracts will be LUMP SUM per project assignment.

The Photogrammetrist/Engineer performing the work and in responsible charge of the work must be a Professional Engineer or Professional Land Surveyor in the State of North Carolina and must have good ethical and professional standing. Any firm wishing to be considered must be properly registered with the Office of the Secretary of State, and if required, with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries must include a statement that these companies are properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. It will be the responsibility of the prime firm to verify the registration of any corporate subsidiary prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firms will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

**SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector

54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

#### PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

#### EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The evaluation of performance on any previous contracts with the North Carolina Department of Transportation; 35%
2. The firm's experience and staff to perform the type of work required, including any designated subconsultants; and 35%

3. The type of photogrammetric equipment to be used, and the ability to deliver digital data that conforms to NCDOT Photogrammetry Unit level structures and symbology specifications. 30%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

#### FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, Docudesk, deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system **as a .pdf file:** [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the PEF's Name, and " 2013 Photogrammetry-Aerial Imagery LSA LOI".

If an interested firm does not have an FTS account they should send a request through e-mail to [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

#### Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;

- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the contact person.**

## **Section II - Evaluation Factors**

This section is limited to seven (7) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/subconsultants qualifications and experience as related to this work;
- Identify aircraft and aerial imagery systems used to acquire aerial imagery;
- Identify the date of the last USGS camera(s) calibration for film cameras and /or the factory calibration date for digital frame cameras;
- Identify operations base for all proposed aircraft and aerial imagery systems (including GPS/IMU system);
- Identify operations base for all photographic laboratory equipment;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of project approach;
- Any innovative approaches to be used;

**Note:** If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

## **Section III - Supportive Information**

This section is limited to six (6) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

## APPENDICES-

### CONSULTANT CERTIFICATION Form RS-2

**Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.**

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form).

**In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.**

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing aerial imaging acquisition services **FTS-ed** to the Professional Services Management Unit by **12:00 p.m. on August 15, 2013**. Letters of interest received after this deadline will not be considered.

**Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.**

The e-mail address is:

**psmu-411@ncdot.gov**

Any questions concerning the advertisement or scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **August 29, 2013**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at

Advertised August 1, 2013 (Rev. August 5, 2013)

<https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> by August 30, 2013.